

**PUBLIC RECORDS REQUEST FORM**  
Mississippi Department of Information Technology Services  
ATTN: Public Records Officer  
3771 Eastwood Drive  
Jackson, MS 39211  
(601) 432-8000 Telephone – (601) 713-6380 Fax



Information available on our website for no charge:

- ✓ RFPs (Word & pdf)
- ✓ RFP register of proposals
- ✓ RFP scoring criteria
- ✓ Contract award information
- ✓ ITS Board agendas and minutes

If you need assistance in locating these documents on our website please call our Procurement Helpdesk at (601)432-8166

Custom Public Record Requests available for a fee:

- Copy of RFP response(s)\*
- Copy of contracts (excluding confidential exhibits)
- EPL Marketing Reports
- Copy of advertised RFPs on CD in Word format

\*Requires 3<sup>rd</sup> Party Notification

Whenever possible ITS will supply the requested documents in electronic format. You may request paper copies for an additional fee.

If you have any questions, please contact Jeanette Crawford at (601)432-8179, or email [open.records@its.ms.gov](mailto:open.records@its.ms.gov)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Custom requests must be made in writing and accompanied by a fee of \$65 to cover the first hour of staff time involved in the research of the request. Refer to the ITS Procurement Handbook for further details and a fee schedule (019-010 ITS Public Records Procedures). You may use this form or submit a letter detailing your request.

Documents Requested: (Please be as specific as possible in describing the documents being requested.)